Communicating with the Commission

If you wish to contact the North Carolina Real Estate Commission by phone, fax, mail or e-mail, please refer to the following information.

North Carolina Real Estate Commission

Mail

1313 Navaho Drive Post Office Box 17100 Raleigh, North Carolina 27619-7100

Telephone 919/875-3700

You will receive more prompt service if you use this directory when calling the Commission. If the automated telephone attendant answers your call, you may access the section or division shown in the "Access Code" column by dialing on your touchtone phone the number shown parenthetically ().

Subject Access Codes

- Application form requests Receptionist (0)
- Real estate license renewals and record changes Records Section (1)
- Complaints and legal matters
 (Consumer complaints/inquiries, pending cases/hearings) Legal Services Division (2)
- Education matters Education Section (3)
- Real estate license qualifications and examinations Application Section (4)
- Real estate firm licensing and licensing by reinstatement or reciprocity Licensing Section (5)
- Complaint investigations and audits ... Audits and Investigations Division (6)
- Administration, personnel matters and accounting Administration Division (7)
- Other matters Receptionist (0)

Interactive Voice Response

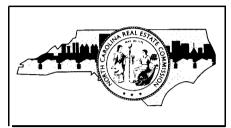
To retrieve licensee data (license status, CE credits, broker-in-charge information, etc.) from the Interactive Voice Response (IVR) system, use a touchtone phone to dial (919) 850-2753.

E-Mail

- Executive exec@ncrec.state.nc.us
- Administration admin@ncrec.state.nc.us
- Education & Licensing .. educ@ncrec.state.nc.us
- Audits & Investigations ... ai@ncrec.state.nc.us
- Legal Serviceslegal@ncrec.state.nc.us
- Records records@ncrec.state.nc.us

Internet

Web Site: www.ncrec.state.nc.us



"Visit" the Commission online - your easy access to Commission information. The Internet brings to your computer screen

licensing information including the License Law, Commission Rules, Trust Account Guidelines, State Fair Housing Act, general information and guides, sample forms and real estate licensing forms. Also, exam schedules and review dates as well as Commission publications including the *Bulletin* and *CE Schedule*, Commission brochure and the complete *Question and*

Answer Series. Fax-on-Demand

The following documents are available from the various Commission Divisions/Sections by dialing on your touchtone phone (919) 850-2757.

ocument Administration/Records

- Request to Activate Broker or Salesman License,
 Notification of Salesman Supervision, Notification of Change of Broker's Business Address
- 210 Broker-in-Charge Declaration
- 220 Request for Reissuance of Real Estate License Certificate and/or Renewal Pocket Card

Education/Licensing

- 300 Continuing Education Course Schedule
- 310 Publications Order Form
- 320 License Examination Schedule and License Examination Review Schedule
- 330 Basic Trust Account Procedures Course Schedule and Registration Form
- 340 Order Form for License Examination Candidate Roster/Order Form for Register of New Licensees
- 350 Verification of Salesman Experience
- 360 Request for Equivalent Education Credit

Legal Services

- 400 Complaint Form
- 410 Criminal Conviction Reporting Form
- 420 Residential Property Disclosure Statement
- 430 Disclosure to Buyer From Seller's Agent or Subagent

 Other
- 500 1998 Commission Meeting Schedule
- 510 Request for Program Presenter